

KING'S CHURCH HASTINGS

SAFE GUARDING CHILDREN POLICY

1.0 CHURCH DETAILS

Name: **King's Church, Hastings** [hereafter, "The Church"]
 Location: **The Hastings Centre, The Ridge, Hastings, East Sussex. TN34 2SA**
 Tel No: **01424 755990** Email address: **office@kingshastings.org**
 Affiliation: **In association with Newfrontiers and New Ground**

1.1 INTRODUCTION TO POLICY

This document [hereafter "the policy"] aims to provide guidelines on how to respond to child abuse or suspicion of abuse. The church leadership [hereafter, "the CL"] recognises the need to provide a safe and caring environment for children and young people, and acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. Therefore the CL has adopted the procedures set out in the policy. It also recognises the need to build constructive links with statutory and voluntary child protection agencies.

The policy and practice guidelines are based on a model published by the Churches' Child Protection Advisory Service [hereafter called "CCPAS"] and has been prepared in accordance with the principles contained in 'Safe from Harm' (Home Office, 1993) and 'Working Together to Safeguard Children' (HM Government 2015 Safeguarding Children) and approved by the Children's Services Safeguard Board for East Sussex. The CL undertakes to file a copy of the policy and practice guidelines with CCPAS and Children's Services, and any amendments subsequently published.

The CL, Trustees and Co-ordinator will review the policy each year.

To ensure all workers are up to date with changes, the CL is committed to on-going child protection training for all children and youth workers.

The CL also undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour that might allow a sexual relationship to develop for as long as the relationship of trust continues.

1.2 SAFE GUARDING CHILDREN REPRESENTATIVES

The CL has appointed the following to be Safe Guarding Children representatives. Any allegation or concerns about abuse should be directed to these people. They will follow the guidelines and procedures for responding to any allegations of abuse. The leadership will support the Co-ordinator and the safeguarding team in their roles and accept that any information they may from time to time have in their possession will be shared in a strictly limited way on a need to know basis.

Safe Guarding Children Co-ordinator:

Kate Thurston
Contact: 07951 471644

Safe Guarding Children Team Members

Sarah Webb,
 Andy Moule,
 Catherine Schembri

Responsible Elder:
 Children's Worker Lead:
 Youth Worker Lead:

Steve Young
 Kate Thurston
 Joanna Mutu

1.3 MISSION STATEMENT

Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children

The Church recognises that children and young people are a crucial part of today's society; they have much to give as well as to receive. The church aims to provide a safe and secure environment within which children and young people will be treated with respect and dignity.

Alongside this, the national objectives as identified in the 'Every Child Matter's white paper (2003) of being 'healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being' are activated within the church's objectives.

The CL recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

- Actively seek to protect and safeguard the physical, emotional and spiritual welfare of children and young people in the care of the church by stating at Exploring Membership that all members who wish to be involved with children and young people's work will be DBS checked before taking part in children and young people's work.
- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Providing safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources.
- Safe recruitment, supervision and specific safe guarding children training provided every **six months** for the children's and youth workers within the church, including obtaining up to date and satisfactory Enhanced Disclosure check from the Disclosure and Baring Service (DBS).
- Encouraging all children's and youth workers within the church to attend safe guarding children training updates **once every three years**.
- Adopting clear procedures that are known and followed by all workers for dealing with concerns about possible abuse, including those made against leaders or members of the church.
- Encouraging and supporting children, parents and carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.
- Review the Safe Guarding Children Policy and Procedures every year.

2.0 RECOGNITION AND RESPONSE

2.1 DEFINITIONS

Definitions of abuse (England and Wales)

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and the Home Office in their joint document, Working Together to Safeguard Children (updated 2015),

It is recognised that somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

2.1.1 PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

2.1.2 EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.1.3 SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming* a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

*Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know.

2.1.4 NEGLECT

Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2.1.5 Specific Safeguarding Issues

There are a number of further specific areas of safeguarding which are defined below:

Domestic Abuse:

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers.

Child sexual exploitation

Child sexual exploitation involves exploitation for money, power or status. For example children receive accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be [groomed online](#).

Online Abuse:

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. Children can be at risk of online abuse from people they know, as well as from strangers. Online abuse may be part of abuse that is taking place in the real world (for example bullying or grooming). Or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online).

Bullying and Cyber bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. Bullying that happens online, using social networks, games and mobile phones, is often called cyberbullying. A child can feel like there's no escape because it can happen wherever they are, at any time of day or night.

Female Genital Mutilation:

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

Child Trafficking:

Children are recruited, moved or transported and then exploited, forced to work or sold. Children are often subject to multiple forms of exploitation which can include child sexual exploitation, servitude, benefit fraud, forced marriage, forced labour, criminal activity such as begging, transporting drugs etc.

Forced marriage:

Forced marriage is a term used when a person is made to marry against their will. Forced marriage takes place when there is an absence of free and full consent of one or both parties,

but the parties are forced to get married under duress, including physical and emotional pressure, usually from their families.

2.2 RISK INDICATORS

Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. Often signs and indicators of one type of abuse are also present in another type of abuse.

2.2.1 INDICATORS OF PHYSICAL ABUSE

- Any injuries not consistent with the explanation given for them
- Several different explanations are given for an injury;
- Injuries that occur to the body in places that are not normally exposed to falls, bumps or accidents etc.
- Injuries that have not received medical attention or there is a delay in seeking medical attention.
- Parents / carers who are uninterested or undisturbed by an accident or injury
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Cuts/scratches/self harm/eating disorders/alcohol and/or drug abuse

2.2.2 INDICATORS OF EMOTIONAL ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression, aggression or extreme anxiety.
- Nervousness, anxiousness or frozen watchfulness or Indiscriminate friendliness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying
- Low self esteem
- Self harm, Alcohol and/or Drug misuse, Depression or other mental health problems

2.2.3 INDICATORS OF SEXUAL ABUSE

- Any allegation made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Display physical symptoms such as complaining of vaginal or anal soreness, have STI's, or a pregnancy
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Self Harm (including cutting, burning, eating disorders, self poisoning), Alcohol and/or Drug misuse, Depression or other mental health problems and/or suicide attempts
- Any sudden change in the child or young persons behaviour
- Signs of Young people who are being sexually exploited: involved in abusive relationships, intimidated and fearful of certain people or situations, hang out with groups of older people, or antisocial groups, or with other vulnerable peers ,associate with other young people involved in sexual exploitation, get involved in gangs, gang fights, gang membership, have older boyfriends or girlfriends, spend time at places of concern, such as hotels or known brothels, not know where they are, because they have been moved around the country, go missing from home, care or education.

2.2.4 INDICATORS OF NEGLECT

Evidence of neglect is often built up over a period of time and can include the following:

- An unkempt, inadequately clothed, dirty or smelly child;
- A child who is perceived to be frequently hungry (constantly reports being hungry, stealing or gorging food)
- Recurrent / untreated infections or skin conditions e.g. severe nappy rash, eczema or persistent head lice / scabies
- Unmanaged / untreated health / medical conditions including poor dental health;
- Frequent accidents or injuries;
- Poor self-esteem;
- A child who thrives away from the home environment.
- Failure of a child to grow or develop within normal expected patterns with an accompanying weight loss or speech / language delay;
- A child who is observed to be listless, apathetic and unresponsive with no apparent medical cause; displaying anxious attachment; aggression or indiscriminate friendliness
- An unsuitable home environment for example dog mess everywhere
- left alone for long periods, or having frequent responsibility to care for other family members.

2.2.4 RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

2.3 RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation of abuse or concern abuse has taken place. This is the responsibility of the local Children's Services department.

It is the role of the worker in receipt of allegations or concerns of abuse to do the following:

- **Initial concerns must be reported as soon as possible to the relevant Safe Guarding Children Liaison Officer (from one of the children/Youth groups who can be contacted through the church office) to Kate Thurston [hereafter the "Co-ordinator"] (contact details in 1.2 above). If there is a concern that it is not safe for the child to return home this needs to be done without delay in order that appropriate advice can be sought from Children's Services.**
- In the absence of the Co-ordinator, or if the suspicions in any way involves the Coordinator then the report should be made to the deputy co-ordinator
- If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report can be made in the first instance to the CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone **0845 120 4550** or alternatively contact Children's Services Single Point of Advice team.
- The contact number for the local Children's Services Single Point of Advice team for all concerns, referrals and advice is: **01323 464222** and the Emergency Duty Team Number for out of office hours is: **07699 391462**
- The Police Child Protection Team is accessed via **0845 607 0999**

- The NSPCC Child Protection Helpline via **0808 800 5000**
- Allegations or concerns of abuse must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with 4.5 below (Making Notes) and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Children's Services Department.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the CL hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinators has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation and the Co-ordinator or Deputies as to the appropriateness of a referral to the Children's Services Department, that person retains a responsibility as a member of the public to report serious matters to the Children's Services Department, and should do so without hesitation.

We hope that by making these statements that the CL demonstrates the commitment of the church to effective child protection.

3.0 ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

The role of the Coordinator/Deputy Coordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Children's Services Department. It is Children's Services responsibility to investigate the matter and to establish whether the child has or has not suffered, or is at risk of suffering significant harm under Section 47 of the Children Act 1989.

If a child has a physical injury the Co-ordinator/Deputy Co-ordinator will:

- Contact Children's Services (or CCPAS) for advice in cases of deliberate injury, or if concerned about a child's safety, or if a child is afraid to return home.
- will not tell the parents or carers unless advised to do so having contacted Children's Services.
- seek medical help if needed urgently, informing the doctor of any suspicions.

For concerns not requiring immediate action, the co-ordinator/deputy will

- encourage parent/carer to seek help, but not if this places the child at risk of harm.
- offer to accompany a parent/carer who is unwilling to seek help.
- If the concerns continue despite the support provided, or the parent/carer fails to take action Children's Services should be contacted for advice via their Single Point of Advice team.
- If unsure the coordinator/deputy will seek and follow advice given by CCPAS (who will confirm their advice in writing). Or refer the case to Children's Services.

3.1 ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Coordinator/Deputy Coordinator will:

- Contact the Children's Services Department or Police Child Protection Team directly. They will **NOT** speak to the parent/carer or anyone else until further advice has been provided.
- Seek and follow the advice given by CCPAS if they are unsure whether or not to contact Children's Services/Police. CCPAS will confirm its advice in writing for future reference.

4.0 HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may be of help. Also see flow chart for guidance in the appendices.

4.1 GENERAL POINTS

- Above everything else listen and keep calm. Do not display shock or disbelief.
- Reassure the child that they have done the right thing in telling someone and that it is not their fault.
- Show acceptance of what the child says
- Look at the child directly
- DO not promise confidentiality- Tell the child you will need to let someone else know and what you will do next
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. Allow the child to talk freely. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. Only ask questions to clarify information.
- As soon as possible write down what has been shared (see "Making notes" 4.5)

4.2 HELPFUL RESPONSES

- You have done the right thing in telling
- I believe you (or show acceptance of what the child says)
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

4.3 AVOID SAYING

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

4.4 CONCLUDING

- Where abuse is alleged, the initial response should be limited to listening carefully to what the child says in order to: Clarify the concerns; Offer reassurance about how (s)he will be kept safe; and Explain what action will be taken.
- Reassure the child that they were right to tell you and show acceptance. Make notes as soon as is reasonably practicable.
- Report the concerns to the Safeguarding Children's Liaison officer who will pass the concerns on to the Coordinator/Deputy. Do this as soon as possible to enable them to take forward the concerns.

- If you consider a child to be at serious risk of further abuse contact the Coordinator or Deputy Coordinator immediately. In their absence you might have to consider referring to Children's Services or the Police immediately in order to prevent a child or young person returning home.
- Consider your own feelings and seek pastoral support if needed

4.5 MAKING NOTES

- Complete a child protection record form (obtainable from your team Safe Guarding Children Liaison Officer) as soon as possible but preferably within one hour of the child talking to you. If a form is not to hand, write the report on a sheet of paper.
- Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity).
- Record dates and times of these events and when you made the record.
- Keep all hand-written notes, even if subsequently typed and pass all these to the Safe Guarding Children Liaison Officer, who will report to the Coordinator or Deputies. **Do not discuss the event or conversation, or show the written notes to anyone else.** The Coordinator should keep such records for an indefinite period in a secure place.

4.6 ALLEGATIONS AGAINST WORKERS AND VOLUNTEERS

- Where an allegation is made against a worker or volunteer (however unlikely the allegation may sound) you **must** ensure that it is recorded within one hour and the Coordinator is informed as soon as possible. As well as the items listed in 4.5 above, please also ask the child or young person if there were any witnesses. **Do not discuss the event or conversation, or show the written notes to anyone else, including the worker or volunteer concerned.**

5.0 GOOD WORKING PRACTICE

There are a number of general principles regarding the attitude and behaviour of workers and volunteers towards children and young people that are common to all age groups. These are listed below. In addition, specific age groups have more detailed guidelines on issues of practice that your team leader will discuss with you.

5.1 SAFE GUARDING CHILDREN

- At all times workers and volunteers should treat all children and young people with dignity and respect in attitude, language used and action, regardless of how the child or young person has acted.
- Workers and volunteers should respect the background and culture of those in their care. They should have a commitment to equal opportunities and therefore treat all children and young people as individuals with equal concern.
- If a child or young person is invited to your home, ensure this is with the knowledge of the leadership, and the parent is aware and that you are not alone.
- Ensure that arrangements for transporting children and young people are with the knowledge of the leadership, and have parental approval. Avoid travelling alone with a child or young person wherever possible, however if necessary, ensure they are sitting at the back of the car.
- All workers and volunteers should have reasonable health, mental stability and integrity.
- Seek, through permission slips, parental consent for children to attend groups and activities.

In addition, the following principles will be observed.

- A register of all attendees, including adult leaders and assistants will be kept for a period of one year after the date of the event.
- The recommended adult to child ratio, as defined by the Children Act (1989) will be maintained with a **minimum of two leaders** over the age of 16, of which at least one must be over 18, no matter what size group of children and with both male and female leaders for mixed groups wherever possible.

Ages	Adults	:	Children
Under 2	1	:	3
2	1	:	4
3 - 7	1	:	8
8 and over	1	:	10

- Sole charge is not advised, but it is recognised that there are sometimes unavoidable extenuating circumstances. The leader will therefore minimise any risk as a matter of priority (eg: remain in a public part of the building, ask a parent or other acceptable adult to sit in).
- No person under the age of 18 should be left in sole charge of any children of any age.
- When away from the normal meeting place, the trip will be well planned in advance; having carried out a risk assessment where necessary, and will, at the outset, gained advice from the Coordinator. The trip will have appropriate levels of leadership and will obtain written parental consent.
- A greater ratio is necessary for trips

Ages	Adults	:	Children
Under 2	1	:	1
2	1	:	2
3 - 7	1	:	6
8 and over	1	:	8

- Under the terms of the Children Act (1989), if any child provision for under 8s exceeds two hours per day, and for more than six days per year, the local Children's Services Department **must** be informed and registered with.

6.0 GUIDELINES FOR DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.

6.1 DO'S AND DON'TS OF DISCIPLINE IN CHILDREN AND YOUNG PEOPLE'S WORK

- **NEVER** smack or hit a child
- Discipline out of love **NEVER** out of anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger)
- Do not shout in anger or put down a child or young person
- Lay down ground rules eg. No swearing, racism or calling each other names, a respect for property.
- Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not followed.

- Never reject a child, just the behaviour. (Tell the child that you value him/her, but you are not willing to accept the behaviour)
- Remember that each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to be asking ourselves, “Why is the child behaving like that?”
- Work on each individual child’s positives, do not compare them with each other, but encourage and build them up.
- Help the child learn that they will be noticed more when they obey the rules, rather than when they break them. Try to create an environment of care and offer more tangible rewards, where each child feels that it is worth keeping to the rules.

6.2 RESPONDING TO INAPPROPRIATE BEHAVIOUR

- Remember to model the ways in which you expect children to behave
- A quiet quick conversation with the child asking them to change their behaviour is preferable to chastising them in front of their friends.
- Separate children who have a tendency to be disruptive when together, OR
 move the disruptive child to the side of the room OR
 get a helper to sit next to the disruptive child OR
 have the disruptive child sit right in front of you
- Take the child aside (see note a & b below) and talk to them, challenging them to change, whilst encouraging them on their strengths.

Note a: Stay in sight and sound of a co-worker at ALL times. The Co-worker should be aware of the action being taken.

Note b: Young people’s work, Year 7 to end of Sixth Form: Whenever possible the discussion should take place female worker to female young person and male worker to male young person.

- Warn a child that you will speak to their parents if the behaviour doesn’t change

6.2.1 SPEAKING TO CHILD OR YOUNG PERSON’S PARENTS

If regular or serious breach of discipline has taken place by the child then the parents (see note below) must be informed of the problem and the action taken by the worker.

Note: Discuss with team leader before child’s parents are talked to.

6.2.2 REMOVAL OF CHILD OR YOUNG PERSON BACK TO PARENTS

Periods of exclusion or total exclusion with parental knowledge are used when all other channels are exhausted. This should only be done after discussion with Team Leader

6.2.3 USE OF PHYSICAL RESTRAINT

Restraint should only ever be used to prevent a child from harming themselves or others – **not** as a form of punishment. The use of restraint is a last resort. Prior to this all other options should be considered, for example, contacting the child’s parents, or evacuating the rest of the children from the area.

If it is ever necessary to use physical restraint on a child, the following points should be remembered:

- Never cover a child or young person's head or neck or block airways.
- Whenever a child is restrained, ensure that another adult witnesses it and that both the restrainer and witness record the incident on record sheets.
- All record sheets should be given directly to the Safe Guarding Liaison Officer and then to be forwarded to the Safe Guarding Children Co-ordinator without being shown to anyone else.

7.0 APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The CL will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO 1993), the Criminal Records Bureau / PECS Codes of Practice, CCPAS guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.

7.1 APPOINTMENT OF WORKERS

All prospective workers must have the approval of the Elders to work with children and young people and will be asked to complete a King's Church application form and apply for an Enhanced Disclosure and Baring Service Certificate before commencing their position. There will be no exceptions to this rule.

The procedure for appointment will be:

- Informal discussion with the Team Leader and the duties and responsibilities explained to the applicant.
- Request slip (available from the DBS Administrator) [hereafter called the "Administrator"] (see appendices for contact details) to be completed by the Team Leader and returned. The slip must be signed by the Elders and returned to the Administrator as quickly as possible.
- After agreement from Elders, the Administrator will issue an application pack. The Administrator will record the date that all application packs are issued and follow up any packs not returned within one month.
- The applicant to complete application form, self-declaration of any criminal record and Disclosure and Baring Service form [hereafter DBS].
- The Administrator will review all forms and relevant documentation when they are returned and apply for an enhanced level DBS disclosure via the CCPAS for the applicant.
- After receipt of a satisfactory certificate from the DBS the Administrator will notify the Department Head as well as the Team Leader that the applicant can take up their position.
- Any issues of Safe Guarding Children concern that come to light following the return of the CRB is shared, as appropriate, by the Co-ordinator with the elder responsible for the individual's pastoral care.
- All new workers will be asked to sign a Workers Agreement Form and will work alongside and under the direction of the Team Leader or a more experienced worker. The Workers Agreement Form will include their defined role and the name of the person they are responsible to.

- An appraisal by the Team Leader to discuss and review the new worker's progress will take place during the first four months. This will be considered a trial period by all concerned.
- Should an unsatisfactory certificate or references be received, discussion between the Coordinator or Deputies and CCPAS will occur and their advice followed.
- The Children's/Youth Overseer, Team Leaders and/or the Elders in consultation with Coordinator (if required) will make a judgement on whether or not it would be appropriate to appoint a person. They will take into account such factors as a previous record of violence, substance misuse and any offence against children/young people. Having a criminal record will not necessarily bar that person from working with us; this will depend upon the nature of the position and the circumstances and background of the offences.

7.2 APPOINTMENT OF YOUTH ASSISTANT WORKERS

Youth Assistant Workers are defined as young people below the age of 18 and in school year 7 and above that want to help in children's work. All Youth Assistant Workers must:

- Either be members of the church or committed members of the church's youth activities or have parent(s)/carer(s) who are members of the church.
- Must have the approval of the Elders and the person overseeing the Youth work of the church.
- Must have the approval of their parent(s)/carer(s).
- Must have completed a Youth Assistant application form before commencing their position.

Once the Elders have approved a prospective Youth Assistant Worker, the Administrator will follow the same procedures as for adults with the exception that it is not possible to obtain DBS checks on young people under the age of 16.

All new Youth Assistant Workers will work alongside and under the overall direction of the Children's Coordinator with the Team Leader acting as a mentor. An appraisal by the Team Leader to discuss and review the young person's progress will take place during the first four months. This will be considered a trial period by all concerned.

Youth Assistant Workers are able to assist with children's work, but they will not be given any adult responsibility for children. They are not included as either adults or children when calculating the adult to child ratio (see section 5.1)

8.0 SUPPORTS TO THOSE AFFECTED BY ABUSE

The church is committed to offering pastoral care and will endeavour to provide appropriate assistance to those who may be affected by abuse, whether the abuse was recent or occurred many years in the past. This assistance may include the provision of spiritual counselling and prayer, or referral to other organisations as appropriate

9.0 WORKING WITH EX - OFFENDERS

When someone attending the church is known to have abused children, or may pose a risk to children, the CL will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.

When someone who is known to have abused children, or may pose a risk to children moves on to another church, the CL will forward the relevant information to the new church leaders.

9.1 POLICY ON THE RECRUITMENT OF EX-OFFENDERS

We will treat any applicant for any position (paid or voluntary) within the church fairly and not discriminate against the subject of disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily debar an individual from working/volunteering to help with children and young people within the church, only convictions or conviction information that is deemed relevant. We implement a fair policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant.

All adult workers and volunteers with children and young people will be required to have an enhanced criminal record disclosure.

Failure to reveal relevant information could lead to withdrawal of an offer of employment (paid or voluntary) and/or your involvement with children and young people.

When receiving a disclosure that shows a conviction, we will take into consideration:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since the offending took place.

10.0 POLICY ON THE SECURE HANDLING, USE, STORAGE AND RETENTION OF DISCLOSURE INFORMATION

Disclosures will only be requested when necessary and relevant to a particular post (paid or voluntary) and the information provided on a disclosure certificate will only be used for recruitment purposes.

We will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any other purpose.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Where additional disclosure information is provided to the Safe Guarding Children Coordinator and not to the disclosure applicant, the Safe Guarding Children Coordinator will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.

Disclosure information will be stored in a locked non-portable container, for a maximum of 2 years. Only those authorised to see this information in the course of their duties would have access to this container.

Shredding will destroy disclosure information. No image or photocopy of the disclosure information will be made, however the following details may be retained:

- Date of issue of disclosure
- Name of subject
- Disclosure type
- Reason for which disclosure was requested
- Unique reference number of disclosure
- Information on decisions taken

11.0 EQUAL OPPORTUNITIES POLICY

The church operates an equal opportunities policy.
A copy of the equal opportunities policy is available on request.

12.0 REVIEW OF THIS POLICY

The Leadership, or appointed representatives, shall review this policy, its effectiveness and its implementation every year.

This document is based on a model child protection policy supplied by the Churches Child Protection Advisory Service - a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS.

13.0 USEFUL CONTACT DETAILS

Safe Guarding Children Co-ordinator: Kate Thurston

Safe Guarding Children Deputy: Andrea Harwood

Safe Guarding Lead Recruiter: Janet Johnson crb@kingshastings.org

Safe Guarding Administrators: Janet Johnson & Peter Crane

CCPAS PO Box 133, Swanley, Kent. BR8 7UQ 0845 120 4550

NSPCC Child Protection Helpline 0808 800 5000

East Sussex Children's Services Single Point of Advice Team 01323 464222

East Sussex Children's Services - Out of hours Emergency Duty Team
07699 391462

Police Child Protection Team 0845 607 0999

For individual group leaders see appendix 2

APPENDIX 1

**KING'S CHURCH SAFE GUARDING CHILDREN LIAISON OFFICER
ROLE DESCRIPTION**

- ❖ Be familiar with King's Church Safe Guarding Children Policy.
- ❖ Be the initial point of contact for child protection issues for the children/youth group they are responsible for.
- ❖ Ensure that the Safe Guarding Children Co-ordinator or deputy is informed of concerns as soon as possible.
- ❖ Ensure that the reporting worker has support and seek further pastoral support if necessary. (Whilst ensuring that confidentiality is maintained).
- ❖ Keep accurate record and pass onto the Safe Guarding Children Co-ordinator or deputy.
- ❖ Be responsible for ensuring that all workers have current DBS check before they start working in the group they are responsible for.
- ❖ Support the Safe Guarding Children Administrator in ensuring that DBS checks are kept up to date.
- ❖ Ensure that new workers attend child protection training within the first 12 months of taking up post.
- ❖ Liaise with the Safe Guarding Children Co-ordinator re specific training requirements of the group.

APPENDIX 2

Children's Work Church Leader (Overseer) Paul Mann

	Team Leaders	Safe Guarding Children Liaison Officers
Totz Klub (Sunday)	Miriam Fairbrother	Miriam Fairbrother
Nrg	Heidi Mutu	Heidi Mutu
N:gage	Kate Thurston	Kate Thurston
Fusion	Claire Burford	Claire Burford
Totz Klub	Miriam Fairbrother	Miriam Fairbrother
Youth Group	Joanna Mutu	Joanna Mutu

APPENDIX 3

KING'S CHURCH WORKER'S AGREEMENT FORM

Name of volunteer:

Your role will be a children's/youth worker.

You will be responsible to your Team leader who is:

Miriam Fairbrother (Totz Klub Sunday)

Heidi Mutu (NRG)

Kate Thurston (N:gage)

Miriam Fairbrother(Totz Klub)

Joanna Mutu (Youth)

(Delete as applicable)

All volunteer working within *King's Church Hastings* are encouraged to work to high standards and adopt recognised best practice where possible.

King's church will ensure that you have a copy of the safe guarding policy.

The leaders of King's Church will listen and respond to matters that you bring to their attention in relation to your work and will support, where possible, your training needs.

I, (name) am familiar with King's Church values and will adopt these in my work. I accept the responsibilities that my team leader has assigned and agreed with me. I will attend Safe Guarding Children Training evening within the next 12 months and update training as required. I understand that my team leader will give me an appraisal during the first four months on the team to discuss and review my progress.

This will be considered a trial period for my team leader and myself.

SIGNED: DATE:

Name:

TEAM LEADER SIGNED: DATE:

Name:

Four Month Appraisal Due:

Comments:

SIGNED: DATE:

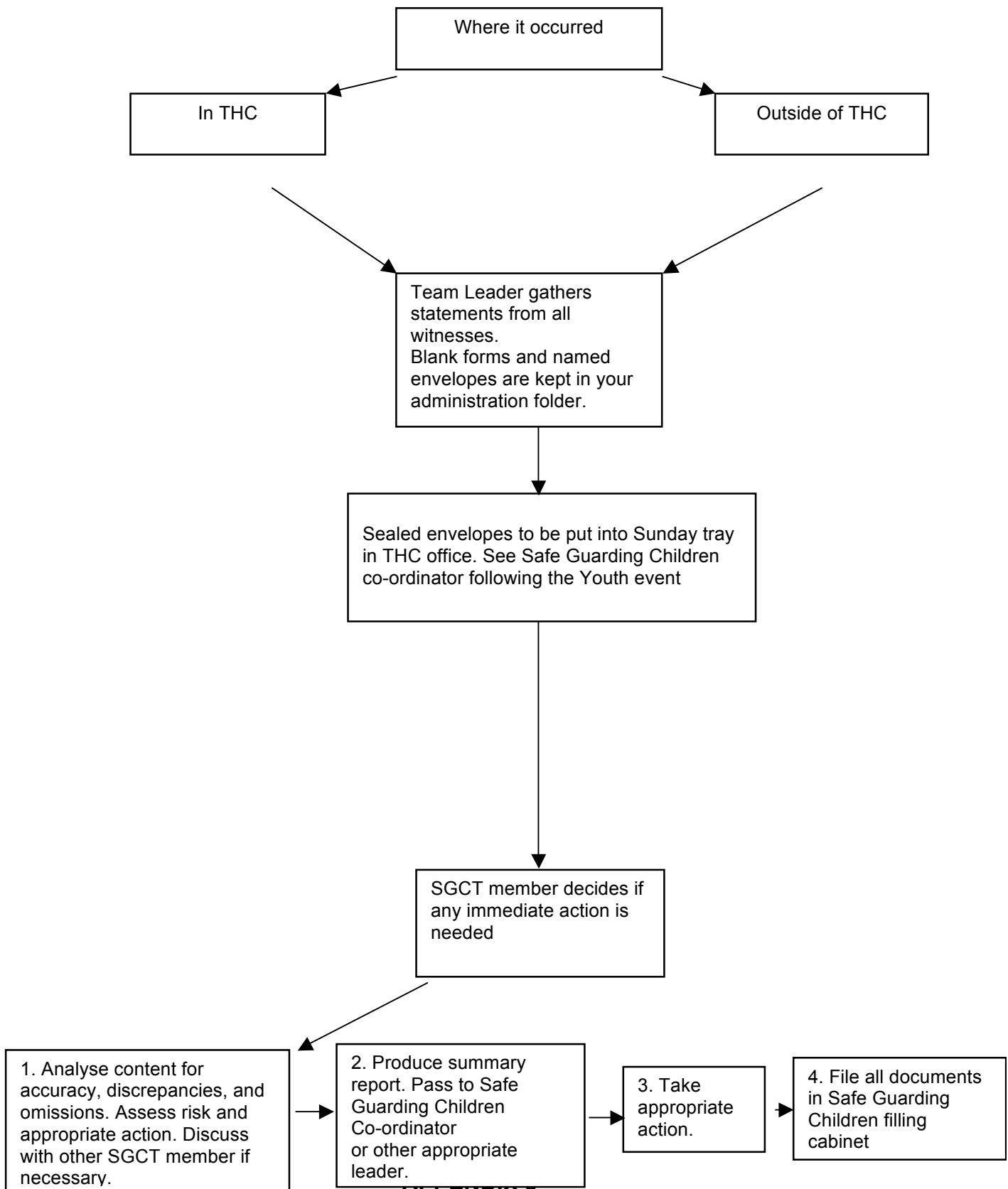
Name:

TEAM LEADER SIGNED: DATE:

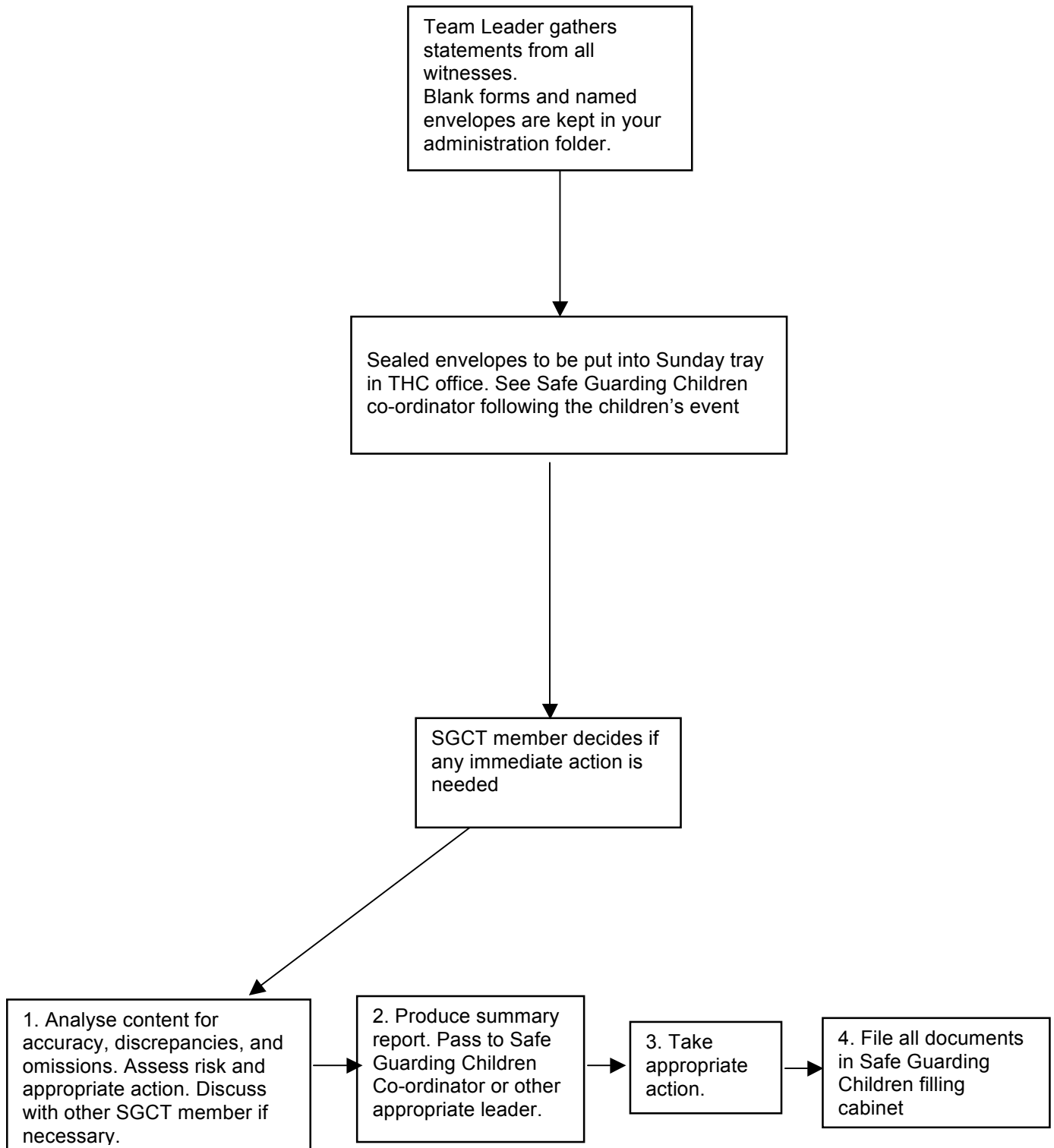
Name:

APPENDIX 4

Youth Safe Guarding Children Incident Reporting Process



Totz Klub, Totz Klub (Sunday), Nrg, N:gage and Youth Safe Guarding Children Incident Reporting Process



APPENDIX 6

Safe Guarding Children Incident Form

To be completed with one hour of incident occurring.
To be submitted within 48 hours. Do not discuss with anyone else
(including parents/guardians and group leaders)
except the Safe Guarding Children Officers.

Event:

Time incident started & ended:

Date:

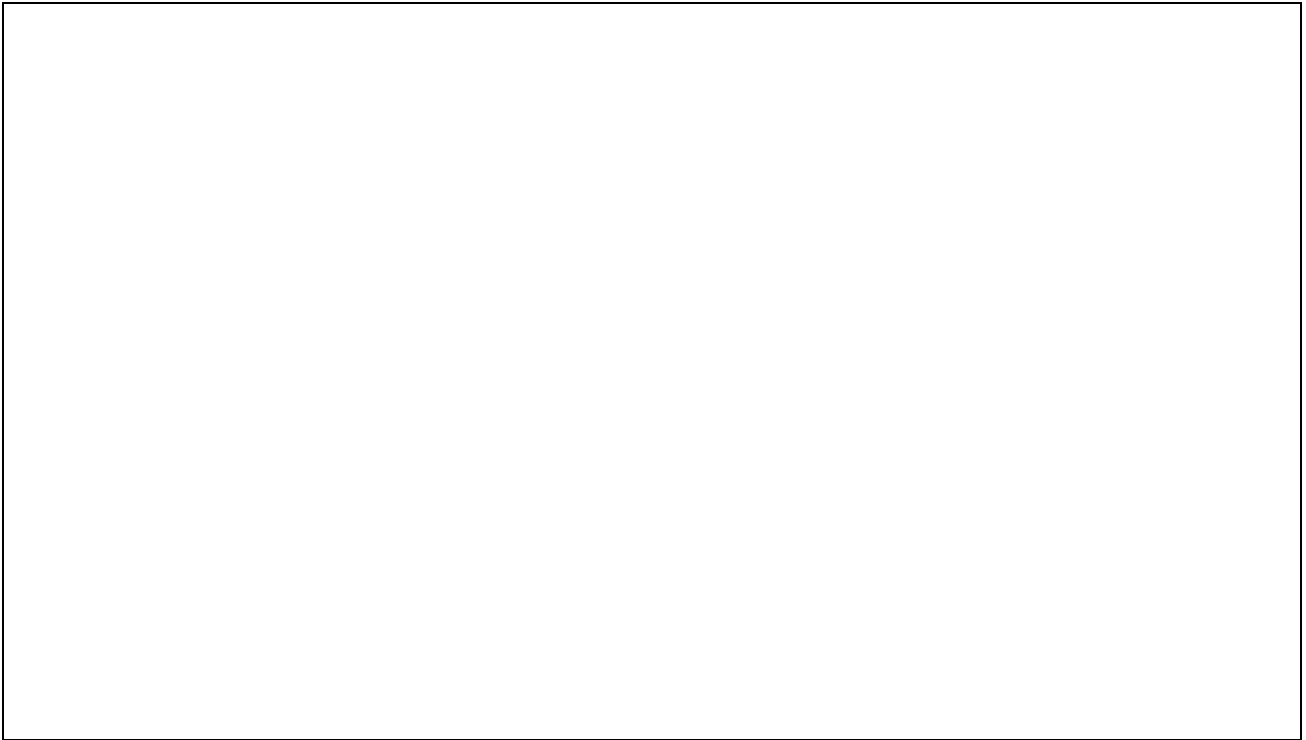
Names of people involved:			

Childs name	Address	Telephone	Parents/Guardians Names

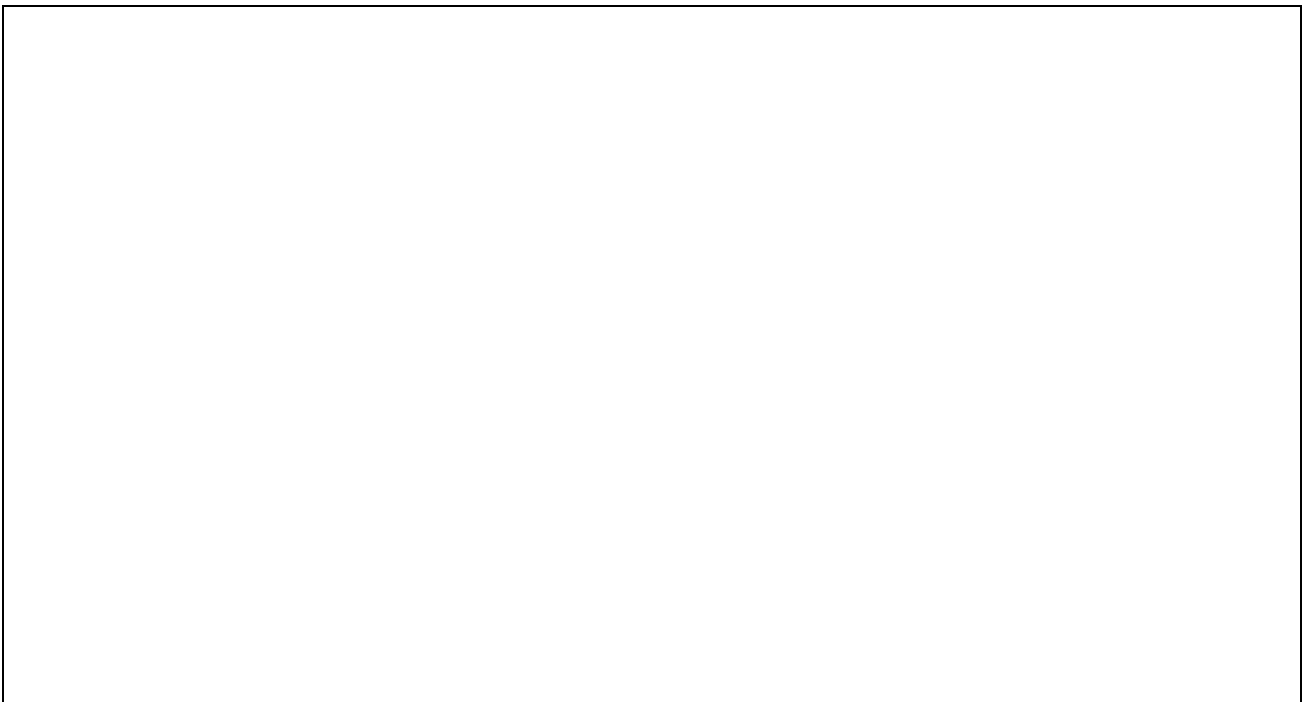
Account of the incident (use body map to indicate areas child was held)

Body Map	Who, what, where, when and how?

Your perception of the incident

A large, empty rectangular box with a thin black border, intended for the respondent to write their perception of the incident.

Background information

A large, empty rectangular box with a thin black border, intended for the respondent to provide background information.

Action taken

I confirm that I have completed this report to the best of my ability.
The details are correct and accurate.

Signed:

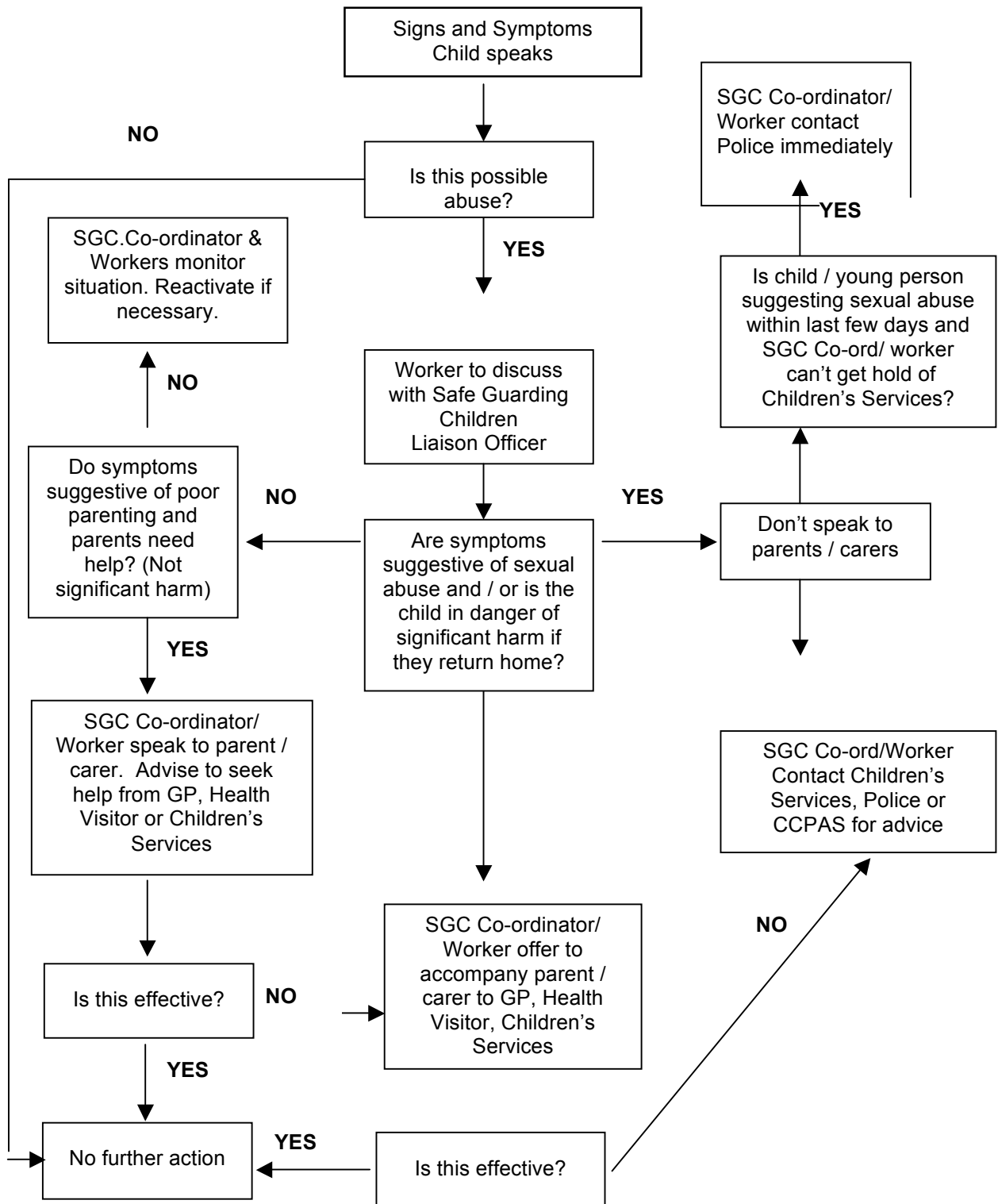
Print name:

Date:

*Please return completed form to the Safe Guarding Children Co-ordinator
(Kate Thurston)*

APPENDIX 7

Signs and Symptoms Procedures



APPENDIX 8

KING'S CHURCH
HASTINGS

ACTIVITY PARTICIPATION FORM FOR PERSONS UNDER THE AGE OF 18 YEARS
Parent/Guardian/Carer Consent Form

Please complete this form as fully as possible, **without it your child will not be able to come**. This information is important and will be treated as confidential by Youth Leaders and Organisers.

CHILD

Surname Forename

Address

..... Postcode

Telephone(MOBILE).....Sex (M/F)

Date of birthAge

Name of centre or project **KING'S CHURCH HASTINGS**

Name of leader-in-charge of activity:

Dates:

Activity:

NEXT OF KIN

SurnameForename

Address

..... Telephone

Please give additional contact numbers in case of emergency (MOBILE).....

(2nd Named Person)...Name.....Tel No.....

The following information is required to help organisers and leaders to ensure the health, safety and welfare of participants throughout the excursion/activity. The organisers may feel it necessary to contact you for further advice and guidance. All information will be strictly confidential. Please complete this section as fully as possible.

Please give full details of any:-

1. Disability.....
2. Injury or illness suffered in the last four weeks
3. Medical conditions (e.g. allergies, epilepsy, asthma, diabetes, travel sickness)
.....
4. Medication and/or medical treatment which you receive for the above or any other medical condition (e.g. specify type of medicine and/or treatment and how often this needs to be taken)
.....
5. Special dietary needs (e.g. vegetarian, food/nut allergies)
.....

Please give the child's Doctor's details

Name Telephone
.....
Address
.....

Please give any other information, which you feel is relevant to your child's health, safety and welfare, e.g. any emotional/physical difficulties such as hyperactivity, recent bereavement or trauma, non-swimmer etc
.....

DO YOU GIVE CONSENT FOR THE PARTY LEADER OR AGREED DELEGATED ASSISTANT TO ADMINISTER/MANAGE MEDICATION REGIME AND TO AUTHORISE MEDICAL TREATMENT FOR YOUR CHILD SHOULD IT BE DEEMED NECESSARY AND PROVIDED THAT THE DELAY REQUIRED TO OBTAIN YOUR SIGNATURE MIGHT BE CONSIDERED, IN THE OPINION OF THE DOCTOR OR SURGEON, LIKELY TO ENDANGER YOUR CHILD'S HEALTH AND SAFETY? IN CASE OF AN EMERGENCY, EVERY EFFORT WILL BE MADE TO CONTACT YOU.

PLEASE CIRCLE YES NO

In the event of my child being taken ill or injured during the period of the trip to the extent that a surgical operation or injection becomes necessary, I authorise the Youth Leader in charge to sign on my behalf any written consent to operate or administer drugs including anaesthetic, as required by the medical authorities.

**My child has/has not* been actively immunised against tetanus.....(date)
He/she is/is not** sensitive or allergic to elastoplasts, penicillin or other medicine.**

In the event of any promotional/publicity activity in conjunction with the project being held (OR SIMILAR PROJECTS/EVENTS), do you consent to your child's image being used for this purpose.

PLEASE CIRCLE YES NO

I wish my child to be allocated a place on the excursion/activity. I understand that, while the organisers/leaders in charge of the party will take all reasonable care of the young people, they cannot be held responsible for any loss, damage or injury suffered by my son/daughter arising during or out of the trip. **I realise and accept that, in the event of my child's behaviour adversely affecting the safety of the excursion/activity, the organisers reserve the right to return my child home.**

Children will be supervised by staff during activities and will not be allowed to leave the site unsupervised. Whilst every effort is taken to ensure the safety of Children **it must be appreciated that there are risks associated with all activities and it is therefore impossible to 'guarantee' their safety.**

I have ensured that my child understands that it is important for his/her* safety and the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that while the staff in charge of the party will take all reasonable care of the young people, they cannot be held responsible for any loss, damage or injury suffered by my son/daughter* arising during or out of this trip/event.

I declare that the information on this form is correct to the best of my knowledge and understanding.

Signed Parent/Guardian/Carer

Date